

MANSFIELD PUBLIC SCHOOLS

Job Description

TITLE: DIRECTOR OF CURRICULUM AND INSTRUCTION

SECTION I: GENERAL INFORMATION & QUALIFICATIONS

Degree Information: MA or MS Required	Certification: CT Intermediate Administration and Supervision (092)
Major Field of Study/Degree Emphasis: Graduate studies in Curriculum and Instruction and/or Educational Leadership	Knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none">• Working knowledge of best practices in curriculum and instruction• Working knowledge of Connecticut's Common Core Standards and associated assessments• Working knowledge of Response to Intervention strategies• Working knowledge of best practices in using technology to transform teaching and learning
Required Work Experience in addition to formal education/training: Previous K-12 administrative experience as a Principal, Director of Curriculum & Instruction, Assistant Superintendent or comparable position	Other essential skills: <ul style="list-style-type: none">• Strong listening and communication skills• Group facilitation and coaching• Prioritization of multiple tasks• Collaborative skills to complete complex projects with teams with diverse opinions
Required Supervisory Experience: Previous K-12 administrative experience as a Principal, Director of Curriculum & Instruction, Assistant Superintendent or comparable position	
Bargaining Unit: Mansfield Administrators' Association	Reports to: Superintendent of Schools
Directly Supervises: <ul style="list-style-type: none">• Literacy coaches (3)• Part-time secretary	Indirectly Supervises: <ul style="list-style-type: none">• Assists principals with teacher evaluations as needed
Job Summary: Under the direction of the Superintendent of Schools, the Directory of Curriculum and Instruction is responsible for the aligning the district's curriculum with the Connecticut academic standards, facilitating the curriculum review process, leading the district's staff development program, and administering the district's Response to Intervention program.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility:	#1	Statement of Duty/Responsibility:
Percent of Time:	20%	Plans and directs the district's curriculum review process to ensure high quality teaching strategies and alignment to Connecticut standards
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">• Schedules curriculum review process• Organizes curriculum review teams• Facilitates curriculum review process• Designates resources to support necessary curriculum writing by licensed teachers• Reviews and approves work of curriculum review teams to ensure high quality curricula and alignment to district expectations and State standards• Supports teachers during the implementation process of new curriculum		

Duty/Responsibility:	#2	Statement of Duty/Responsibility:
Percent of Time:	10%	Plans and directs the acquisition of instructional resources to support district curriculum
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">• Facilitates, as part of the curriculum review process, the selection of instructional materials• Researches and recommends purchasing of instructional materials• Facilitates and/or delegates the inventory process of district instructional materials• Serves as a member of the district's Professional Learning Committee		

Duty/Responsibility:	#3	Statement of Duty/Responsibility:
Percent of Time:	20%	Supports the continuous improvement of professional learning in the district
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">• Works with principals to research, select and facilitate appropriate professional training for buildings and/or grade levels to successfully implement curriculum content• Works with principals to research, select and facilitate appropriate professional training for buildings and/or grade levels to enhance pedagogical practice• Researches and oversees appropriate professional training for buildings and/or grade levels on topics deemed to improve the quality of teaching and learning in the district• Assists the district's Professional Learning Committee with the selection of appropriate professional training• Supports Professional Learning Committee by developing materials to identify essential learnings and create formative assessments to determine student progress towards established benchmarks and Board goals• Provides framework to Professional Learning Committee to track success for professional learning programs• Supports Professional Learning Committee by suggesting appropriate professional learning• Supports Professional Learning Committee through supervision of the district's Response to Intervention Program		

Duty/Responsibility:	#4	Statement of Duty/Responsibility:
Percent of Time:	20%	Coordinates the district's Response to Intervention Program

Tasks involved in fulfilling above duty/responsibility:

- Supervises the district's RTI Intervention Program and facilitates its work across the district

Duty/Responsibility:	#5	Statement of Duty/Responsibility:
Percent of Time:	10%	Facilitates community involvement in district goals during the continuous improvement process

Tasks involved in fulfilling above duty/responsibility:

- Active member of the district's Improvement Team
- Chairs District Educational Program Assessment Committee (DEPAC)
- Assists principals in preparing their School Improvement Plan

Duty/Responsibility:	#6	Statement of Duty/Responsibility:
Percent of Time:	5%	Supports building principals in the evaluation process of teaching staff

Tasks involved in fulfilling above duty/responsibility:

- Serves as a consultant for principals during the evaluation process
- Conducts teaching staff evaluations as directed by the Superintendent
- In conjunction with the Human Resources department, reviews best practices in teaching evaluation and procedures

Duty/Responsibility:	#7	Statement of Duty/Responsibility:
Percent of Time:	5%	Oversees the TEAM program

Tasks involved in fulfilling above duty/responsibility:

- Serves as the district's contact for TEAM
- Coordinates the training and assignment of mentors, distributes initial information to beginning teachers and monitors beginning teacher's progress for completion of the program

Duty/Responsibility:	#8	Statement of Duty/Responsibility:
Percent of Time:	5%	Oversees the district's ELL program

Tasks involved in fulfilling above duty/responsibility:

- Coordinates with world language staff to develop and implement an effective ELL program for students within the district
- Remains current on State mandates and trends

Duty/Responsibility:	#9	Statement of Duty/Responsibility:
Percent of Time:	5%	Performs other comparable duties of a like or similar nature as apparent or assignment

Tasks involved in fulfilling above duty/responsibility:

- Remains current with research and best practices curriculum, staff development and evaluation through professional readings, trainings, workshop attendance, etc.
- Serves on district committees and work groups as requested

Terms of Employment: Work year and salary in accordance with the Mansfield Administrators' contract	Evaluation: In accordance with the Mansfield Board of Education adopted process.
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